Chapter 434-640 WAC
METHODS OF RECORDS DISPOSAL

WAC
434-640-010 Records disposal—Generally.
434-640-020 Disposal of confidential records.
434-640-030 Disposal by recycling.

WAC 434-640-010 Records disposal—Generally.
When the state or local records committee has authorized the
destruction of public records in accord with chapter 40.14
RCW, it shall be the responsibility of the agency having
requested or received such authorization to cause such
records to be disposed of promptly and effectively, after the
approved retention period.
[Statutory Authority: RCW 40.14.020. WSR 92-05-060, § 434-640-010,
filed 2/14/92, effective 3/16/92.]

WAC 434-640-020 Disposal of confidential records.
It is the agency's responsibility to insure that records exempt
from disclosure per chapter 42.17 RCW, or which are other-
wise considered confidential, are protected from unautho-
rized access during any disposal process. The primary pur-
pose of such disposal shall be that of reducing the records to
an illegible condition.
[Statutory Authority: RCW 40.14.020. WSR 92-05-060, § 434-640-020,
filed 2/14/92, effective 3/16/92.]

WAC 434-640-030 Disposal by recycling. Pursuant to
disposal authorization from the state or local records commit-
tee, an agency may dispose of records by recycling, under the
following conditions:
(1) The prompt destruction of the records shall be
insured, and the responsibility for such destruction shall con-
tinue to be that of the agency until effectuated.
(2) The recycling agent or entity shall have any required
licenses and shall be insured or bonded.
(3) Records shall not be kept in unattended and unpro-
tected storage awaiting their destruction.
(4) The agency or its authorized agent shall have in
effect a contract or written agreement with the recycling
entity which includes these conditions.
[Statutory Authority: RCW 40.14.020. WSR 92-05-060, § 434-640-030,
filed 2/14/92, effective 3/16/92.]